

**Application for Grants for
International Travel**

To the
International Relations Office
attn. Nina Pascone
Herzog-Friedrich-Straße 3
6020 Innsbruck

Details of the Applicant:

	male	female	non-binary/diverse
Gender Identity			
First and Last Name			
Academic degree			
Date of Birth			
Type of employment (research associate, assistant, university professor ...)			
Institute/Department			
E-Mail-address			
Direct dial at the Institute			

Details of the recipient's account:

Name Account Holder

IBAN

BIC

Cost Center "Kostenstelle" of the Institute

Which sources are expected to provide additional funding and how much (in EUR)?

Estimated costs:

Only travel and accommodation costs can be reimbursed. Travel expenses by second-class train or flight can be funded up to EUR 500 within Europe and up to EUR 1.000 outside of Europe. Accommodation costs can be covered up to a maximum of EUR 120 per night for a duration of up to 10 days.

Travel funding applied for (in EUR)

Accommodation funding applied for (in EUR)

I hereby confirm that all information provided is true and I agree to inform the International Relations Office immediately of any changes to the project and of any funding approved in the meantime. In addition, I confirm that I have read the guidelines for applications for grants for travelling abroad on the website of the International Relations Office and have taken them into account when submitting my application. I understand that applications may not be submitted on behalf of third parties and that uploading to the project database is equivalent to obtaining the approval of the Institute's management, which the applicant must secure in advance.

Information on the submission of the application

The **complete application** must be submitted to the International Relations Office **prior to departure**. All documents must be **uploaded to the project database** and labelled accordingly. Only fully uploaded applications will be considered as submitted (incomplete applications will not be processed). Please allow approximately 4 weeks for processing.

Upload to the project database:

- Application form (filled out digitally)
- Proof of authorisation of the exemption / business trip (e.g. printout VIS-Online)
- Invitation letter from the Host University
- Booking confirmation train / plane (if available)
- Booking confirmation of accommodation (if available)

Information for the project database manager:

Project type:	Staff Mobility
Project leader:	the Applicant
Sponsor:	Leopold-Franzens-University - International Relations Office
Funding programme:	Staff Outgoing
Project start date:	Start of stay in Innsbruck
Project end date:	End of stay in Innsbruck
Amount applied for:	
Project §26/27:	Select "Nicht §26/27 UG 2002"
Project partner:	Name of the University/Institution of the guest

After your stay, the following documents must be submitted to the International Relations Office (attn. Nina Pascone):

- Proof of payment for flight / train journey (e.g. credit card statement, invoice, etc.)
- Proof of payment for accommodation (e.g. credit card statement, invoice, etc.)
- Boarding passes / train tickets
- Form Settlement of Travel Expenses within the scope of an Exemption / Business Trip
<https://www.uibk.ac.at/personalabteilung/intranet/formulare/index.html.de>